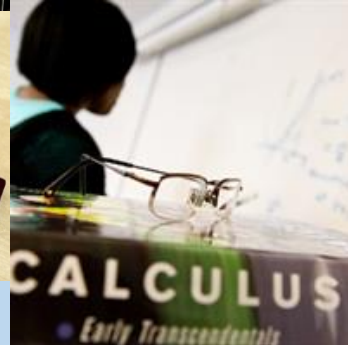


SOUTHERN UNIVERSITY AT NEW ORLEANS



EVENING AND WEEKEND DIVISION



SUNO Evening and Weekend Student Handbook

2020

Southern University

At

New Orleans



Evening and Weekend Division

2020

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WELCOME TO SUNO...



I am delighted to welcome you to Southern University at New Orleans.

On this day, you are taking a huge step to secure your future. Regardless of whatever apprehensions you might have or whatever challenges come your way, stay the course. Hold fast and don't let the call for you to secure your future go unanswered. You have made the right decision to be here at SUNO. Regardless of who you are or what your circumstances might be never doubt that you are in the right place for unwavering support, academic advancement and personal growth. The accomplishments you make here will last a lifetime.

For more than sixty years SUNO's mission has been to promote the upward mobility of all people by equipping them to function eternally in mainstream global society. Those who thought they could not earn a degree, have earned a degree. Those who dared to dream of a better life, now live it. Our mission is clear and simple, we are here to help you accomplish your goal of earning a college degree.

Again, welcome. It is our pleasure to have you join our SUNO family.

Bettye Ekperikpe, Director

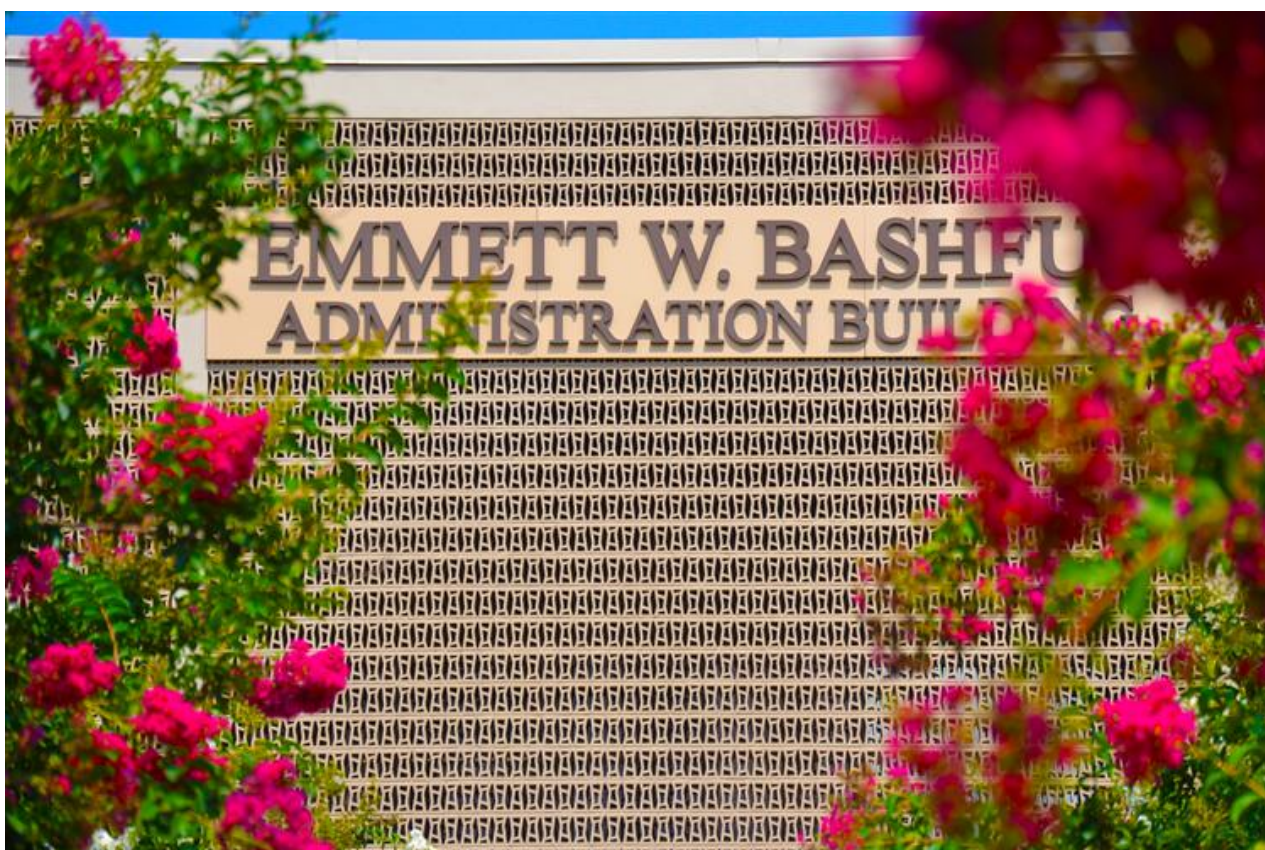
Evening and Weekend Division

SUNO ADMINISTRATORS

Dr. James H. Ammons, Interim Chancellor of Southern University at New Orleans. He is located in the Bashful Administration Building, Room 302. Office phone is (504) 286-5311.

Mr. Harry Doughty is the Executive Associate to the Chancellor. He is located in the Bashful Administration Building, Room 302. Office phone is (504) 286-5311.

Dr. David Adegboye is Vice Chancellor for Academic, Evening, Weekend and Online Affairs. He is located in the Bashful Administration Building, Room 158. Office phone is (504) 286-5381.



Name and Title	Location	Phone Number
Dr. Melva Williams, Interim Vice Chancellor for Student Affairs & Enrollment Management	Bashful Administration Building, Room 305	(504) 286-5264
Dr. Brenda Jackson, Vice Chancellor for Research & Strategic Initiatives/Executive Director, Title III Programs	Bashful Administration Building, Room 215	(504) 286-5274
Laverne Saulney-Toombs, Interim Chief Administration Office, The Office of Institutional Advancement	Bashful Administration Building, Room 312	(504) 284-5341
Dr. Teresa Hardee, Interim Vice Chancellor for Administration and Finance	Bashful Administration Building, Room 301	(504) 284-5117
Dr. Evelyn Harrell, Dean, College of Arts and Sciences/Professor, Addictive Behaviors Counseling & Prevention	Arts and Humanities Building, Room 120	(504) 286-5154
Dr. Igwe Udeh, Dean, College of Business and Public Administration, Alvin James Lawson Endowed Professor of Business and Co-Director of Accreditation, Reaffirmation and Review of Academic Programs	College of Business Building, Room 212	(504) 286-5141
Dr. Willie Jones, III, Interim Dean, College of Education and Human Development, NCATE-CAPE Coordinator for Accreditation, Reaffirmation and Review of Academic Programs, and Co-Director of the Center for Certification and Teacher Quality	Lake Campus, College of Education and Human Development Building, Room 248	(504) 284-5520
Dr. Rebecca Chaisson, Dean, School of Social Work/Associate Professor	Millie Charles School of Social Work Building, Room 207	(504) 284-5469

SERVICES THAT ARE AVAILABLE ON THE EVENING AND WEEKEND

OFFICE	TIMES OPEN	WHERE
Cashier's Office	8:00am – 5:00pm M,W-F 8:00am – 7:00pm Every Tuesday	First Floor Emmett Bashful Administration Building (No walk-up service)
Computer Lab	8:00am – 9:30pm M-R 8:00am - 7:00pm F	Room 131, School of Social Work Building
Library	9:00am - 9:00pm M 7:30am – 9:00pm T-R 7:30am – 3:00pm F 10:00am – 2:00pm Sat	Park Campus (behind Administration Building) (By appointment only)
Registrar	8:00am – 5:00pm M,W-F 8:00am – 7:00pm Every Tuesday	Room 212, Emmett Bashful Administration Building
Veterans Affairs	8:00am – 7:00pm M-F	University Center, 2 nd Floor
CCC Lab	8:00am – 8:00pm M-F	Room 246, College of Education Building, Lake Campus (By appointment only)
Snack POD	10:00am – 5:00pm M&R 10:00am – 7:00pm T&W 10:00am – 3:00pm F	University Center, 1 st Floor (Closed at this time)
Evening & Weekend Division	8:00am – 8:00pm M-R 8:00am – 6:00pm F 9:00am – 12:00pm Sat	Room 307 Emmett Bashful Administration Building & Lake Campus Room 216, Millie Charles School of Social Work Building
SUNO Bookstore	9:00am – 4:00pm M-R 9:00am – 2:00pm F	First Floor of the University Center (UC)

FINANCIAL AID

Financial Aid Office is located in the Bashful Administration Building, room 164. The Federal School Code for SUNO is 002026. You can now apply for FAFSA for the next year starting in October. Your FAFSA must be completed and submitted by April 15th of each year. Once all payments and credits (e.g. title IV student financial aid, scholarships, stipends, military benefits, etc.) have posted to your BANNER Student account, any excess credit balance will be refunded to you. The Federal Government allows schools 14 days (fall and spring) and seven (7) days (summer) to process excess student credit balances. All student credit balance refunds are processed by the Comptroller's Office located on the first floor of the administration building and are provided to students within 14 days from the date the funds are disbursed to your student account. For more information, call the Financial Aid Office at (504) 286-5263.

SCHOLARSHIPS

Want a scholarship? Try the sites.

Sallie Mae - <https://www.salliemae.com> or <https://www.salliemae.com/college-planning/college-scholarships/types-of-scholarships/>

Thurgood Marshall College Fund – <http://www.tmcf.org/our-scholarships>

United Negro College Fund – <http://www.uncf.org>

The Gates Scholarship – <http://www.thegatesscholarship.org/scholarship>

The Jackie Robinson Foundation – <http://www.jackierobinson.org>

Other sites – <http://www.scholarship.com>

<http://scholarship-monkey.com>

http://apps.collegeboard.com/cbsearch_ss/welcome.jsp

http://www.college-scholarships.com/free_scholarship_searches.htm

<http://www.myscholly.com>

<http://www.collegerapture.com>

Smart Grants - <https://oedb.org/national-smart-grant/>

The American Association of University Women –

www.aauw.org/learn/fellowships_grants/career_development.cfm

Jeannette Rankin Foundation – www.rankinfoundation.org/

The Educational Foundation for Women in Accounting – efwa.org/scholarships.php

Talbots – www.scholarshipamerica.org/talbotswomen/instructions.php

The AARP Foundation – aarp.org/aarp-foundation/info-2010/scholarship-opportunities.html

Southern University at New Orleans offers a number of scholarships:

The University Fellow Scholarship

SUNO “First” Scholarship

Chancellor’s Fellows Scholarship

Academic Scholarship

Endowment

Foundation

Dollars-For-Scholars for both Orleans and Jefferson Parishes

Other Scholarships:

Alpha Kappa Alpha Sorority, Inc. (Alpha Beta Omega Chapter)

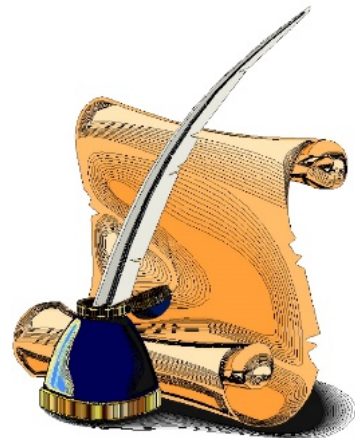
Delta Sigma Theta Sorority, Inc. (New Orleans Alumnae Chapter)

Greater New Orleans Foundation Class of Electric Ratepayers

Kappa Alpha Psi Fraternity, Inc.

The Greater New Orleans Foundation

Zeta Phi Beta Sorority, Inc.





CAMPUS BOOKSTORE

The campus bookstore is located inside of the University Center. During the Fall and Spring semesters after all fees and registration are paid, “SUNO Book Voucher Program” is available from the first day of class to the seventh day. To be eligible, students must have a credit on their account. The hours of the bookstore are Monday – Thursday from 9:00 am to 4:00 pm. Friday 9:am to 2:00pm.



THE EVENING AND WEEKEND DIVISION

The Evening and Weekend Division of Southern University at New Orleans is an administrative unit of the university that facilitates the operational effectiveness of evening and weekend courses year round.



SUNO Evening and Weekend “Meet and Greet” Community Gathering

Non-Traditional Students who are not free during the day are especially invited to take advantage of the evening and weekend programs.



The Evening and Weekend Division supports SUNO Gospel Night.

CAMPUS RESOURCES

Resources	Location	Phone Number
Alcohol, Tobacco and Other Drugs Counseling	University Center, 2 nd Floor	(504) 286-5394
Campus Bookstore	University Center, 1 st Floor	(504) 286-5324
Campus Police	Maintenance Building	(504) 286-5290
Career Counseling and Placement	University Center, 2 nd Floor	(504) 286-5389
Community Service Learning	University Center, 2 nd Floor	(504) 286-5362
Comptroller's Office	Bashful Admin. Bldg. Rm 102	(504) 286-5321
Counseling Center	University Center, 2 nd Floor	(504) 286-5347
Dining Services	Knight's Cafeteria, Main Campus	(504) 286-5317
Disability Services	Bashful Admin. Bldg. Rm 204	(504) 286-5335
E-Learning/Moodle	Information Technology Center Lake Campus, Room 104	(504) 286-5367
E-mail/Wireless connections	Information Technology Center Lake Campus, 2 nd Floor	(504) 286-5258
Financial Aid	Bashful Admin. Bldg. Rm 164	(504) 286-5263
Graduate Studies	Bashful Admin. Bldg. Rm 201	(504) 286-5484
Guidance Counselor	University Center, 2 nd Floor	(504) 286-5347
Health Services	University Center, 2 nd Floor	(504) 286-5374
Help Desk	Information Technology Center Lake Campus	(504) 286-5258
Honoré Center	Lake Campus	(504) 286-5107
Library	Park/Main Campus	(504) 286-5225
Operator	Maintenance Building	(504) 286-5000
Registrar's Office	Bashful Admin. Bldg. Rm 212	(504) 286-5175
Residential Housing	Lake Campus	(504) 286-5395
Safety/Transportation	Maintenance Building	(504) 286-5293
Scholarships	Bashful Admin. Bldg. Rm 301	(504) 286-5148
Student Affairs	Bashful Admin. Bldg. Rm 305	(504) 286-5015
Student Development Center	University Center, 2 nd Floor	(504) 286-5360
Student Government Association	University Center, Room 306	(504) 286-5358
Student Support Services TRIO Program	Building B-218, Lake Campus	(504) 286-5106
The Observer, Newspaper	University Center, 3 rd Floor	(504) 286-5358
Transcripts	Bashful Admin. Bldg. Rm 212	(504) 286-5175
Transfer Credits	Bashful Admin. Bldg. Rm 212	(504) 286-5177
Vehicle Registration	Facilities Management Bldg.	(504) 286-5290
Veterans Affairs	University Center, 2 nd Floor	(504) 286-5389

SUNO Online Bachelor Programs

Bachelor of General Studies
Bachelor of Criminal Justice

SUNO Online Masters Programs

Master of Arts in Museum Studies

COMMUNITY EMERGENCY RESOURCES

Resource	Phone Number	Type of Assistance
24-Hour Crisis Line	211	Provides crisis intervention, information and referral
Non-Emergency City Government Matters	311	Roads, lights, parks, trash, property maintenance, etc.
Information	411	To request phone number
Emergency Services	911	To request EMS, police or fire service

TEST TAKING TIPS

1. Review using flash cards.
2. Join a study group from your class.
3. Ask the professor what to expect... what format the test is in, what to bring to the exam, etc.
4. Ask the professor for a study guide.
5. Arrive early enough to relax.
6. Eliminate distractions by seating yourself away from doors and windows.
7. In order to understand the directions completely, read and reread the directions.
8. Scan the exam and plan time accordingly.
9. Answer the easiest and shortest questions first.
10. When answering test items, research indicate that your first instinct is usually the best.

INFORMATION TECHNOLOGY CENTER (ITC)

This department provides student identification cards. If you have issues with your email, Moodle, or Banner accounts, ITC is located on the Lake Campus.

MOODLE/BANNER

Online courses are accessed on Moodle. Every semester the E-learning Department offers Moodle Training for all students. Contact ITC on the Lake Campus, room 101 for more information.

Tuesday	10-11 AM & 1-2 PM
Wednesday	11-12 PM & 1-3 PM
Thursday	12-1 PM & 3-4 PM

Instructions on how to access Moodle and login can be found online at SUNO.edu.

Use Banner to access your student account, select classes and other university financial information.



CAMPUS POLICE

The campus police is located in the maintenance building on the Park Campus. Campus Police may be contacted at (504) 286-5290 for help or to report unlawful activities and incidents. Emergency stations are located around the campus for alerting campus police.

LOCATION OF COMPUTER LABS

College of Business, Room 201, 504.286.5331
College of Business, Room 202, 504.286.5331
College of Business, Room 215, 504.286.5331
Conference Center, Room 116, 504-286-5335
Housing Office, Building 1, 504-286-5395

Lake Campus College of Education, Room 246, 504-286-5026 (CCC Lab)
Library Internet Cafe, 504-286-5026
Library 2nd Floor Computer Lab, 504-286-5026
Library ACT Lab, 504-286-5026
Natural Sciences Building, Math Lab, Room 358
Social Work Building, Room 131



ADVISEMENT

At SUNO all students are required to be advised before registering for classes. Your classification and/or major determines who you need to see for advisement. All freshmen are to be advised by the C.A.R.E.S. advisors. The director of C.A.R.E.S., Anthony Ray, is located in the Administration Building, room 218. Other students will need to report to individual colleges for advisement.

DEPARTMENTAL CONTACTS FOR ADVISEMENT

Biological Sciences - Dr. Clement - (504) 284-5406

Forensic Science - Dr. Favorite - (504) 286-5112; Ms. Thompson – (504) 286-5307

Mathematics/Engineering – Dr. Omojola – (504) 286-5096; Dr. Johnson – (504) 286-5025

Criminal Justice, Psychology and Additive Behavior Counseling and Prevention -
Dr. Penny - (504) 284-5404; Ms. Magraff - (504) 284-5478

Arts * Humanities - Dr. Marshall - (504) 286-5013; Ms. Hicks - (504) 286-5154

Health Information Management Systems - Ms. Robinson – (504) 286-5083

Museum Studies - Dr. Eid - (504) 286-5010; Ms. Nix - (504) 286-5198

General Studies - Dr. Lewis - (504) 284-5412; Karen Washington - (504) 286-5150

Business Administration & Public Administration – Ms. Bailey – (504) 286-5193;
Ms. Gethers – (504) 286-5331

Computer Information Systems – Dr. Alijani - (504) 286-5142

Child Development & Family Studies – Dr. Bachus – (504) 286-5334

Educational Studies and Alternate Certification Programs - Dr. Jones - (504) 284-5520;

Dr. Kaltenbaugh – (504) 286-5019

Social Work - Dr. Chaisson - (504) 286-5050; Ms. Brooks - (504) 286-5378

PARKING

A parking decal is required for all faculty, staff and students to park on campus parking lots.

A decal can be purchased at the Comptroller's Office on the first floor of the Bashful Administration Building. Your receipt along with your driver's license, proof of insurance and vehicle registration should be brought to SUNO Campus Police located in the Maintenance Building on the Park Campus to receive a decal.

Campus Police encourages everyone to pay close *attention* to where they are parking. Please obey all parking and traffic laws to avoid penalties and fines.

PARKING FEE SCHEDULE

The fee can be paid on-site or it can be included in your tuition. If you intend to include it in your tuition and fees, please advise the cashier.

- **Student General Parking**
 - \$60 per academic year
 - \$25 per semester
 - \$25 per additional vehicle

- **SUNO Housing Parking**
 - \$35 per semester
 - \$25 per additional vehicle

- **Event Visitor Parking**
 - \$5 per vehicle

SUNO BUS SCHEDULE
Shuttle Bus Service Begins

@7:45 am until 10:45 then Noon until 2:45 pm

RTA makes regularly scheduled stops in front of the Park Campus and on the Lake Campus. Bus #80 – Desire/Louisa stops in front of SUNO’s housing. Bus #57 – Franklin stops at the College of Business.

***Note: The Shuttle runs slowly during rainy and inclement weather. We support our disabled students which at times may cause the shuttle schedule to be adjusted.**

KNIGHT DINING HALL

The hours of operation for the cafeteria consists of the following dates and times, except for the Summer:

Monday – Friday

Breakfast – 7:45am – 10:30am

Lunch – 11:00am – 2:00pm

Dinner – 5:00pm – 7:00pm

Knight Market is located in the Student Housing. Its hours of operation are as follows:

Monday – Thursday 10:30am – 8:00pm

Friday – 10:30am – 6:00pm

Café Cash is accepted

University Center POD is currently closed due to internet issues.

GLOSSARY

Academic Affairs – the department that provides students with information regarding their academic career.

Academic Calendar – events and important dates to know per semester.

Academic Catalog – outlines the curricular requirements for an undergraduate degree is the catalog in effect at the time of entry.

Advisor – faculty member responsible for approving the student’s proposed course work and maintaining a complete up to date file on each student.

Banner – portal to access your student account here at the university.

Chair – the faculty member who is over a particular department.

Chancellor – chief administrative office of the university.

Cohort – a group with common educational experiences or goals at the university.

College – an academic area of discipline or field of study that contains common departments.

Course Load – the number of courses/credit hour’s students register to take per semester.

Credit Hour – the value of each course of instruction. The amount of work required for graduation is stated in terms of credit hours.

Cross Enrollment – allows a student registered full-time at SUNO to enroll in courses at UNO or Delgado if the course is not being offered at SUNO that semester.

Dean – an official high ranking person who is in charge of a college departments.

Dr. or PhD – the title meaning doctorate of philosophy which is the highest degree awarded in graduate study.

Drop/Add Courses – with proper approval, courses may be added for credit, section changes, or dropped within the period provided in the university calendar.

Faculty – the teaching staff of the university.

Instructor – a college teacher ranking below assistant professor.

Matriculate – to enroll in a college or university as a candidate for a degree.

Moodle – a portal to access your class assignments and submit your assignments.

Prerequisite – usually a course that is needed before another course can be taken.

Professor – a teacher of the highest rank in a college or university.

Program – a course of study for a particular major.

Resources – staff, materials, and organizations to assist you while you are at the university.

Retention – the power or ability to maintain your grades at the required grade point average to remain in school.

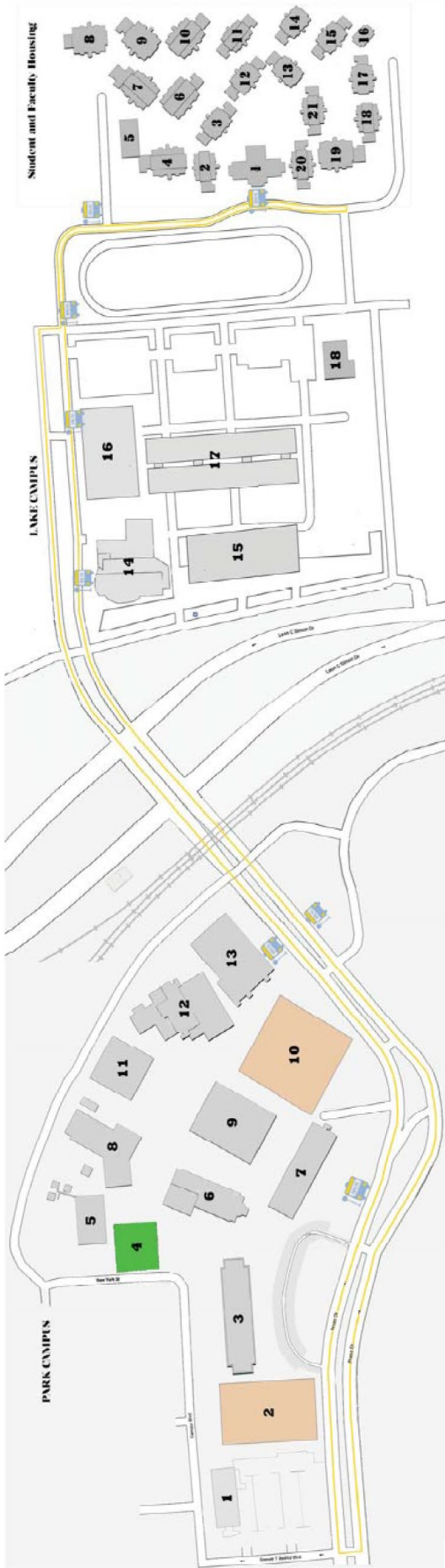
Semester – an eighteen week period during the school year. A school year consists of two semesters, Fall and Spring at SUNO. SUNO also offers summer sessions each year consisting of nine weeks.

Student Affairs – provide students with quality support outside of academics.

Vice Chancellor – member of the executive cabinet and a high ranking administrator of the university.

SUNO CAMPUS MAP

SOUTHERN UNIVERSITY at NEW ORLEANS
6400 Press Drive, New Orleans, Louisiana 70126



Park Campus	
1. Conference Center	8. Maintenance Building
2. Natural Sciences Building (under construction)	9. Leonard S. Washington Memorial Library
3. New Science Building	10. Arts, Humanities and Social Sciences Building (under construction)
4. Tennis Courts	11. Cafeteria (Knight's Dining Hall)
5. Central Plant	12. University Center
6. Old Science Building (Brown Hall)	13. Health & Physical Education Building (housing the University Gym a.k.a. The Castle)
7. Bashful Administration Building	
Lake Campus	
14. College of Business & Public Administration	
15. College of Education & Human Development (under construction)	
16. Mille M. Charles School of Social Work	
17. Multipurpose Complex (Modular Building)	
18. Information Technology Center	

Departments / Schools Phone Extensions	
African American Studies Center	5006
Arts & Humanities	5154
Business	5331
Education	5351
General Studies	5484
Graduate Studies	5484
Health Info Management	5083
Natural Sciences	5245
Social Sciences	5478
Social Work	5376
Campus Police	
For general information and non-emergencies: 504-286-5291	
For emergencies: Call 911	

Other Units' Phone Extensions	
Admissions	5235
Athletics	5197
Bookstore	5324
Cafeteria	5317
Cafeteria Menu	5301
Cashiers	5322
Community Outreach	5341
Comprehensive Communications Center	5026
Comptrollers	5321
Financial Aid	5263
Grants	5422
Health Services	5374
ITC / Helpdesk	5237
PESMaCT	5096
Registrar	5175
Residential Life	5395
SGA	5358
Student Activities	5388
Student Development	5360
Student Support	5108
Services / TRIO	5108
Students w/Disabilities	5335
Talent Search	5445
Title III	5274
Upward Bound	5280
Veterans Affairs	5389



Summer 2020, Academic Calendar

2020	SUMMER SEMESTER
May 20 (W)	Orientation for All New Students
May 21-22 (R-F)	Registration for All Returning Students (8:00 a.m.-5:00 p.m.)
May 25 (M)	Memorial Day Observance
May 26 (Tu)	Classes Begin for Summer Session Late Registration Begins
June 1 (M)	Final Day to Add Classes for Credit and Change Sections Late Registration Ends (5:00 p.m.)
June 4 (Th)	Final Day to Pay Fees
June 17 (W)	Final Day to Apply for Fall Graduation
June 26 (F)	Final Day to Drop Courses or Withdraw from the University
July 3 (F)	Fourth of July Holiday Begins (8:00 a.m.)
July 18 (S)	Last Day of Class
July 20-22 (M-T)	Final Examination Period
July 24 (F)	Grades Due/Summer Semester Ends

Developed by:

Bettye Ekperikpe
Director
Evening and Weekend Division
Academic Affairs
6400 Press Drive
New Orleans, Louisiana 70126
Bekperikpe@suno.edu
(504) 286-5027

Marchella Smith
Non-Traditional Student Liaison
Evening and Weekend Division
Academic Affairs
6400 Press Drive
New Orleans, Louisiana 70126
masmith@suno.edu
(504) 284-5620



NOTE: Use this handbook in conjunction with the student handbook located on SUNO's website under Current Students and the SUNO catalog.